



CITY OF BRAWLEY

**REQUEST FOR STATEMENTS
OF
INTEREST & QUALIFICATIONS

FOR

ON-CALL PROFESSIONAL ENGINEERING
&
OTHER PROFESSIONAL SERVICES**

PROPOSAL DUE:

**FEBRUARY 22, 2017
@ 2:00 P.M.**

**OFFICE OF THE CITY CLERK
CITY HALL
383 MAIN STREET
BRAWLEY, CA 92227
Phone: 760-351-3080**



**CITY OF BRAWLEY
REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS
FOR
ON-CALL PROFESSIONAL ENGINEERING
AND
OTHER PROFESSIONAL SERVICES**

The City of Brawley is requesting Statements of Interest and Qualifications (SOQs) to provide As-Needed, **On-Call Professional Engineering and Other Professional Services** to the City of Brawley.

SEALED PROPOSALS will be received by the City Clerk, 383 Main Street, Brawley, California 92227 until 2:00 P.M., Pacific Daylight Time on **February 22, 2017**.

All proposals shall be in accordance with the Request for Statement of Interest & Qualifications (RFQ) on file in the Office of the City Clerk, 383 Main Street, Brawley, California. Copies of the RFQ may be obtained from the Office of the City Clerk, Monday – Friday, from 8am – 12pm and 1pm – 5pm (closed from 12pm – 1pm), at the address indicated herein.

All proposals shall be submitted in a sealed envelope with the proposer's name and address on the outside of the envelope, and clearly marked: **“PROPOSAL: ON-CALL PROFESSIONAL ENGINEERING AND OTHER PROFESSIONAL SERVICES.”**

The City of Brawley hereby notifies all proposers that it will ensure that in any contract entered into pursuant this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

The City of Brawley does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

This Request for Proposal does not commit the City to award a Contract or to pay any costs incurred in the preparation of the proposal. The City Council reserves the right to reject any or all proposals, and the right to waive any irregularities in the process, if deemed in the best interest of the City of Brawley.

Please direct all questions relating to this work to Ana Gutierrez, Contracts Officer, 180 South Western Avenue, Brawley, CA 92227, (760) 344-5800 Ext. 21. To obtain a copy of the Request for Statement of Interest & Qualifications, please contact the Office of the City Clerk, 383 Main Street, Brawley, CA 92227, 760-351-3080.

Date Published:

IMPERIAL VALLEY PRESS

January 17, 2017
February 1, 2017

Alma Benavides, City Clerk

I. INTRODUCTION

- 1.1 The City of Brawley, California (City), a Community of approximately 25,000 residents in the Imperial Valley, is requesting Statements of Interest and Qualifications (SOQs) to provide As-Needed, **On-Call Professional Engineering and Other Professional Services** for the City of Brawley. These services will be on an intermittent basis.
- 1.2 The purpose of this request is to provide the City with the ability to obtain assistance quickly during peak workload periods, staffing absences and to satisfy City scheduling needs when expedited/fast track support is needed.
- 1.3 It is the intention of the City to select and contract with more than one consultant for these services.
- 1.4 Selection of consultants will be based strictly on qualifications and expertise of the proposed personnel and firm, in that order.
- 1.5 Any Professional Engineering and Other Professional Services Consultant wishing to perform work with the City of Brawley on an on-call basis is required to submit a SOQ. Past submittals will not be considered and previously maintained on-call lists will be considered null and void.
- 1.6 Consultants shall be required to execute the City of Brawley Standard Consultant Agreement.

2.0 SCOPE OF SERVICES

- 2.1 The City intends to utilize the selected consultants (a.k.a. "on-call consultants") when projects cannot be completed by City personnel or when the complexity of the project requires additional expertise.
- 2.2 All work performed under this contract shall be under the direction of a professional engineer, architect, licensed land surveyor, licensed environmental professional, and/or other licensed/certified professional, licensed by the State of California, as appropriate.
- 2.3 The City will have sole discretion as to which projects, if any, will be assigned to any selected Consultant. The City reserves the right to request and require additional detailed proposals from its on-call consultants to assist in the selection of a consultant for particular projects. The City also reserves the right to advertise via competitive Request for Proposals (RFP) any project it deems appropriate. On-Call Consultants will be afforded the opportunity to submit proposals on any advertised RFP.
- 2.4 For each project for which an on-call engagement is requested, the On-Call Consultant shall submit an all-inclusive scope of services prepared by an authorized representative and the proposed cost of which shall include estimates for all project phases to be commissioned, including, but not limited to:

2.4.1 Design Services

Transportation, transit, land development, water supply and distribution, hydrology, water quality, water resources, waste water collection, structures/bridges, airport engineering, and architecture.

- Completion of Permit Applications
- Coordination with Utilities

- Coordination with Sub-consultants
- Preliminary and Final Design
- Preliminary and Final Cost Estimates
- Special Conditions and Technical Specifications
- Pre-Bid Consultation Services and Addenda Preparation
- Review of Bids Received

2.4.2 Water Treatment Plant Services

- Urban Water Management Plan
- Sanitary Surveys
- Water Conservation Plans
- Master Plans
- Technical Reports required by Department of Public Health
- Preliminary Design Reports for expansion
- Response plans
- Updated operations plans
- Calibration, troubleshooting and repairing of instrumentation and process equipment which includes differential pressure transmitters, process meters and analyzers, detection meters and sensors, 4-20 signals, and automated valves.
- Programming, troubleshooting and upgrading SCADA which includes Wonderware software, Rockwell RSLinx, ladderlogic, Win911, Allen Bradley PLC's, computers, and communications.
- Preventive maintenance, troubleshooting and repairing low and high voltage MCC controls, motors, lighting, vfd's, and generators.
- Annual and quarterly inspections of the chlorine hoist which includes preventive maintenance, troubleshooting, repairing, and certification.

2.4.3 Wastewater Treatment / Storm Water Operation Services

- NPDES Permit Renewal
- Biological assessments
- Sanitary Sewer Management Plans
- Master Plans
- Updated Operations Plans
- Technical studies as required by Water Resources Control Board
- Storm Water Management Plans / Guidance Plans
- SWPPP Preparation
- Bio Solids Management Plans for Class A Bio Solids

- Cyanide Studies
- Pretreatment Local Limits, Permit / Applications for SIU

2.4.4 Plan Checking Services

Plan Checking Services for Private Development Projects, Street Improvements and Onsite Grading Plans

- Street and Road Improvements
- Grading, Erosion Control and/or Drainage Plans
- Water/Sewer/Underground Utility Plans
- Construction Detour Plans and Traffic Control Plans
- Striping and Signing Plans
- Bridge or Retaining Wall Structures not under Building Permit review
- Consistency with other planned improvements

Plan Checking Services for Buildings

- Architectural and Life-Safety Plans
- Mechanical Plans
- Electrical Plans
- Structural Plans
- Plumbing Plans
- Energy Conservation Regulations
- Disabled Access Regulations
- Green Building Standards

Review of Plan Check Submittal Items and Reports

- Road Structural Section Calculations
- Hydrology and Hydraulic Calculations and Reports
- Geotechnical reports
- Street Layout and Design
- Storm Water Best Management Practices
- Water and Sewer Pressure and Capacity Calculations and Reports
- Structure Calculations not under Building Permit purview
- Traffic Reports or Studies
- Quantity Estimates
- Cost Estimates

Review of Technical Specifications for Proposed Improvements within the City and State Right of Way

- Road Structural Section components
- Trench backfill and restoration
- Storm Drain line and appurtenances
- Water/Sewer line and appurtenances
- Traffic Signal Components
- Signing and Striping

Work Flow Methodology

- Review for completeness of submittals
- Document submittal deficiencies and advise the City as necessary
- Identify any additional reference materials required for a thorough plan check such as related offsite improvement plans, studies or reports.

Provide other Transportation related professional services as requested in the areas of Plan Checking and/or Development Review technical support.

2.4.5 Construction Management

- Conduct pre-construction conference
- Review submittals to verify City Standards compliance
- Prepare daily inspection reports
- Order and review soils and materials tests
- Conduct coordination field meetings
- Review and approve pay estimates and CCO's
- Conduct field job interviews
- Review Certified Payroll Reports to be in compliance with employee interviews.
- Inspect and review SWPPP implementation and BMP's
- Prepare final punch lists
- File Notice of Completion

2.4.6 Planning Services

Infrastructure, water supply and distribution, urban and regional planning, urban design, regulatory, landscape architecture, land development, master planned development, resource and environmental, and transportation planning.

- Housing Element
- General Plan
- Specific Plans
- GIS Services
- Bicycle Master Plan
- Pedestrian Master Plan
- ADA Transition Plan
- Traffic Studies
- Needs Assessments
- Feasibility Studies

2.4.7 Environmental Services

- Biological Surveys, Plans, and Monitoring
- Air quality analysis
- Cultural resource inventory and analysis
- Environmental impact analysis (CEQA/NEPA)
- Environmental risk and toxicology assessment and site remediation
- Federal and state permitting assistance and compliance
- Greenhouse gas emissions and climate change analysis

2.4.8 Testing Services

- Geotechnical Testing / Recommendations
- Lead Paint Inspections
- Asbestos Inspections
- CCTV Inspections

2.4.9 Land Surveying Services

- Site Investigations
- Survey and Data Collection
- Mapping
- Boundary Surveys
- ALTA Surveys
- Topographic Surveys
- Aerial Photogrammetry

- Map Review and Approval
- Subsurface Investigations
- Monument Recovery and Installation

2.4.10 Grant Services

- Applications / Writing
- Compliance
- Reporting

2.4.11 Modeling Services

- Hydraulic Modeling
- SCADA Integration
- Value Engineering
- Quality Assurance and Control

2.4.12 Inspection Services

- Building Inspections
- Earthwork (Grading, Excavation and Filling, Foundations)
- Asphaltic Concrete
- Reinforcing Steel
- Concrete Batch Plant
- Concrete
- Shotcrete
- Pre-Tensioned Concrete
- Post-Tensioned Concrete
- Masonry
- Structural Steel and High Strength Bolting
- Nondestructive Testing
- Spray-Applied Fireproofing
- Glu Lam and Truss Joists
- Shear Walls and Floor Systems Used as Shear

2.4.13 Accounting Services

2.4.14 Financial Consulting Services

- 2.5 The selected consultants will provide comprehensive services (site engineering, mechanical, electrical, architectural, landscape, civil, structural, transportation, geotechnical, environmental, GIS, data management, claims consulting, parking consulting, land surveying, etc.) to support the City in its on-going efforts to effectively and economically develop, utilize and maintain its varied infrastructure and facility assets and conduct related

operations. Upon review and approval of the submitted plans, the firm will certify in writing that the design is in substantial compliance with applicable local, state and federal requirements. A firm may submit to the City for consideration information on any areas of particular expertise that the firm provides.

- 2.6 Upon approval of all scope of services and fees, the City of Brawley will issue a Notice to Proceed to the Consultant.
- 2.7 The selected Consultants must have sufficient staff to assure that staff is and will be available to handle several projects simultaneously to assure task continuity, prompt delivery of services and completions of assigned tasks. The selected Consultants must be able to begin work on assigned projects within five (5) work days of notification.

3.0 PROPOSED SCHEDULE

The City has established the following tentative milestones for this Project.

- Advertise for SOQs January 17, 2017
- Receive SOQs February 22, 2017
- City Council Selects Consultants (Tentative) March 7, 2017

4.0 STATEMENT OF QUALIFICATIONS

- 4.1 Qualified Consultants are requested to submit five copies of a brief Statement of Interest and Qualifications for the requested services to:

City of Brawley
383 Main Street
Brawley, CA 92227
Attention: Ms. Alma Benavides, City Clerk

The following information shall be included in the Statement of Qualifications:

- 4.1.1 A Statement of Interest and Qualifications.
- 4.1.2 Description of similar work completed in the last five years.
- 4.1.3 A list of client references to include name and telephone number of individuals most familiar with consultant's performance.
- 4.1.4 Resume and experience of principal, project manager and other key personnel who will be assigned to a project. Special consideration will be given to the qualifications and experience of the assigned Project Engineer who will be involved with a Project on a day-to-day basis. The Proposal should be clear as to who the Project Engineer will be.
- 4.1.5 Names and experience of subconsultants, if any, who would be part of a Project Team. Indicate roles each sub-consultant would perform.
- 4.1.6 Completed Standard Form 330.
- 4.1.7 Place of business where work will be prepared.

- 4.1.8 Declaration regarding existing of potential conflict of interest; i.e., other projects or commitments which might impair or undermine the consultant's ability or credibility regarding the proposed services.
- 4.1.9 Interested consulting firms shall carry professional Liability Insurance in an amount no less than \$1.0 Million dollars. The selected Consultant shall submit a Certificate of Insurance.
- 4.1.10 Any other documentation that would be useful in determining overall Consultant qualifications.

5.0 FEE PROPOSAL

- 5.1 All prospective respondents are required to submit as their fee proposal an hourly rate fee schedule to perform all the services outlined in Scope of Services.
- 5.2 The fee proposal must list the hourly rates for all principal engineers, assistant engineers, draftsmen, technicians, inspectors, surveyors, analysts, other key personnel and clerical workers to be assigned to this contract.
- 5.3 Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the fee proposal submitted.
- 5.4 The City reserves the right to negotiate fees or rates with the selected Consultant(s) on a project-by-project basis.

6.0 CONSULTANT SELECTION PROCESS

- 6.1 The City may establish a Consultant Selection Panel (Panel) for this project.
- 6.2 Based on the firm's qualifications and proposal content, the Panel will select the On-Call Consultants.
- 6.3 The Panel will recommend to the City Council the top ranked firms with a specific recommendation. The City Council has the final authority in the selection of the firms.

7.0 SPECIAL CONSIDERATIONS

- 7.1 Once the City Council establishes its list of approved On-Call Consultants, that list will be maintained for a period of five (5) years.
- 7.2 Any particular On-Call Consultant chosen to engage in a contract with the City to perform professional engineering services shall not exceed a total amount of \$100,000 per project and \$500,000 per year.
- 7.3 Reservations: This request does not commit the City to award a contract, to defray any costs incurred in the preparation of the SOQ pursuant to this request, or procure or contract for work.
- 7.4 Public Records: All SOQ's submitted become the property of the City and become public records, and as such, may be subject to public review.
- 7.5 Right to Cancel: The City reserves the right to cancel, in part or in its entirety, this request including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises this request, the City will notify all Proposers in writing.

- 7.6 Additional information: The City reserves the right to request additional information and/or clarifications from any or all Proposers to this request.

8.0 SUBMITTAL REQUIREMENTS

- 8.1 An Individual shall sign the submitted Proposal copies or individuals authorized to execute legal documents on behalf of the Proposer.
- 8.2 The Proposal must be received no later than 2:00 P.M. local time on the date specified.
- 8.3 All questions regarding the request shall be directed to Ana Gutierrez, Contracts Officer, at (760) 344-5800 Ext. 21.
- 8.4 Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of the package:
- 8.4.1 Name of responder
- 8.4.2 Proposal: On-Call Professional Engineering and Other Professional Services
- 8.5 Failure to comply with the requirements of this request may result in disqualification.
- 8.6 Proposal received subsequent to the time and date specified above, will not be considered.

9.0 TIME OF ON CALL LIST OF CONSULTANTS

Consultant list shall be good for five years from the time of approval from City Council.


Ana Gutierrez, Contracts Officer